

South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System **Import Payment Voucher**

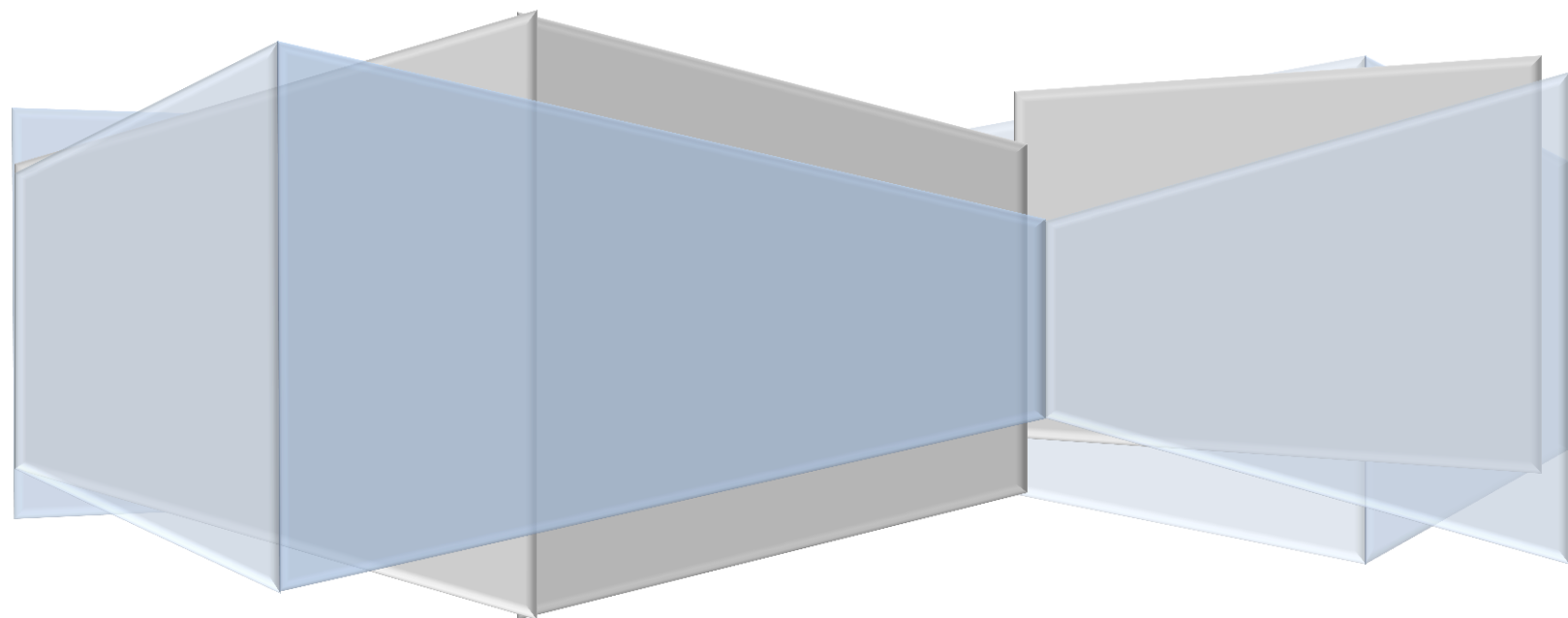


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INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit Import Payment Vouchers and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers. The payment method is required to be selected at the time of registration.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	803-896-1715	Help Desk (Toll Free)	1-800-476-0311
E-mail Address	edi@sctax.org	FAX	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia SC 29214-0016		

Filing Voucher

If assistance is required for filing motor fuel vouchers via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	803-896-1990
E-mail Address	motfuellic@sctax.org

To Sign In, you will need user Id and password from DOR Electronic Services.

User Name:

Password:

Sign In



South Carolina Department of Revenue

Password Assistance

Now you will need to change password.

Enter current password (password that was given)

Enter New password (create)

Confirm New Password

Click change password

User Profile

Your password has expired. Please enter a new password.

Change Password

Current Password:

••••••••

New Password:

••••••

Confirm New Password:

••••••

Change Password

Change Profile

Current Password:

Email Address:

xxxxxxx@sctax.org

Security Question:

What is your mothers maiden name?

Security Answer:

Update Profile

Now change profile.

Enter current password (the new password that you choose)

Security Question: select from list

Enter Security Answer

Click update profile

User Profile

Your password has expired. Please enter a new password.

Change Password

Your password has been changed.

Change Profile

Current Password:

Email Address:

xxxxxxx@sctax.org

Security Question:

What is your mothers maiden name?

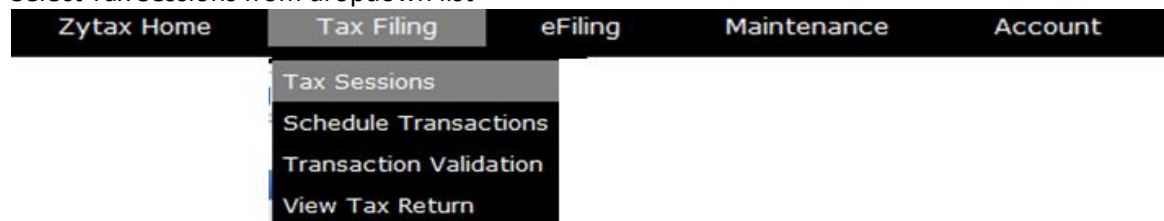
Security Answer:

Update Profile

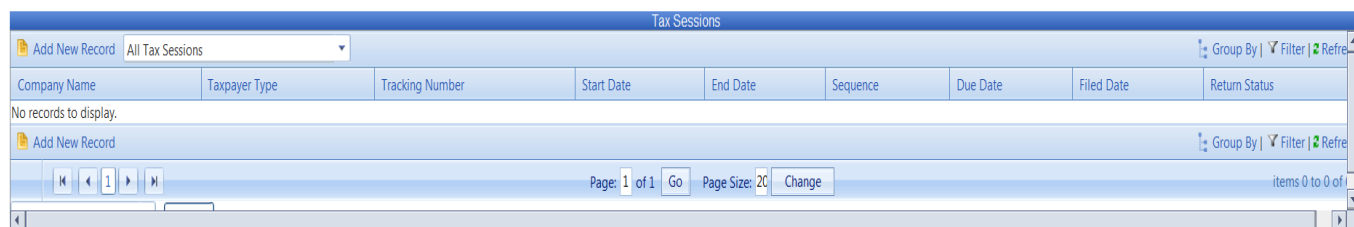
Creating Voucher/Tax Session

From the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



Select Import Payment Voucher from the Taxpayer Type dropdown list.

Begin Period Covered Date

Organize the import transactions by manifest/invoice date. Use the manifest/invoice date as the “Begin Period Covered”. Only one session per day can be created. You will need to have all gallons imported entered for that manifest/invoice date before you close the session.

Enter the begin period covered date for the return.

Click outside the entry field and the End Period Date will be populated. Click the create session button.

Country	<input type="text" value="United States"/>
Jurisdiction	<input type="text" value="South Carolina"/>
Taxpayer Type	<input type="text" value="Import Payment Voucher"/>
Terminal Code	<input type="text" value="Select a Terminal"/>
Begin Period Date	<input type="text" value="8/28/2012"/>
End Period Date	<input type="text" value="8/29/2012"/>
Sequence	<input type="text" value="0"/>
	<input type="text" value="Original session"/>
<input type="button" value="Create Session"/>	

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Close out the Record inserted menu.

Record inserted.

Country	United States
Jurisdiction	South Carolina
Taxpayer Type	Import Payment Voucher
Terminal Code	Select a Terminal
Begin Period Date	8/28/2012
End Period Date	8/29/2012
Sequence	0
	Original session

[Create Session](#)

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Right click on the row for the Import Payment Voucher session that was added
From context menu, select Schedule Transactions

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	T	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Diversion Payment Voucher		08/28/2012	08/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher		08/28/2012	08/29/2012	0	09/04/2012	0	Yes	

[Schedule Transactions](#)
[Transaction Validation](#)
[Generate Return](#)
[View Tax Return](#)

Select schedule type from dropdown list to add.
Next, click Add New Record

Schedule Transactions

Add New Record	INT01: Voucher Gallons	Filter Refresh
No records returned.	INT01: Voucher Gallons	
Add New Record	INT02: Applicable Penalty and Interest	Filter Refresh

Page: 1 of 1 Go Page Size: 20 Change Items 0 to 0 of 0

Enter all the voucher information requested on the entry screen for all import transactions with the same manifest/invoice date.

Zytax - Schedule Transaction	
Schedule Code	<input type="text" value="INT01: Voucher Gallons"/>
Product Code	<input type="text"/>
Import Registration Date	<input type="text"/> 
Document Number	<input type="text"/>
Import Verification Number	<input type="text"/>
Billed Gallons	<input type="text"/>
<input type="button" value="Insert"/>	
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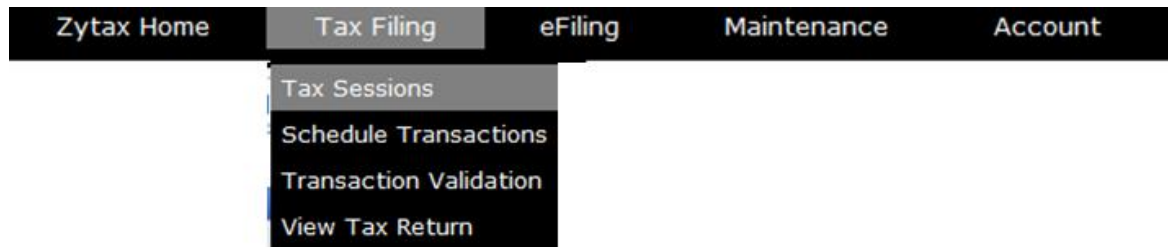
Click Insert to accept entry.

Some data will remain from the previous transaction to speed the entry process.

Once all information is inserted for the vouchers, click on the closed button (red X).

Session Details

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Import Payment Voucher session that was added
From context menu, select Session Details

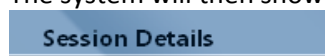


Select yes.

Click Save & Regenerate

A screenshot of the 'Form Settings' tab in the Zytax system. The form contains several fields: 'Country' (United States), 'Jurisdiction' (South Carolina), 'Taxpayer Type' (Import Payment Voucher), 'Tracking Number' (empty), 'Begin Period Date' (8/28/2012), 'End Period Date' (8/29/2012), 'Sequence' (0), 'Filed Date' (Open), and 'Include Schedules' (Yes). The 'Save & Regenerate' button is visible at the bottom of the form. Below the button, the copyright notice 'Copyright © 2005 - 2012 FuelQuest' is displayed.

The system will then show record updated



Record updated.

Click the X button to close



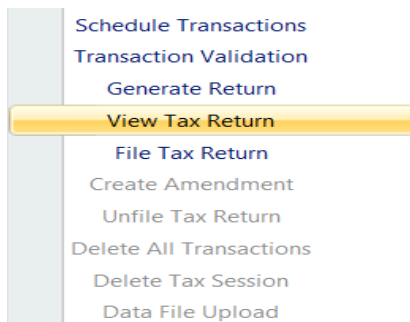
Click refresh several times

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By Filter Refresh		
items 1 to 1 of 1.		


Until return status shows passed

Group By Filter Refresh		
Return Status		
Passed		

Right click on the row for the Import Payment Voucher session that was added
From context menu, select View Tax Return

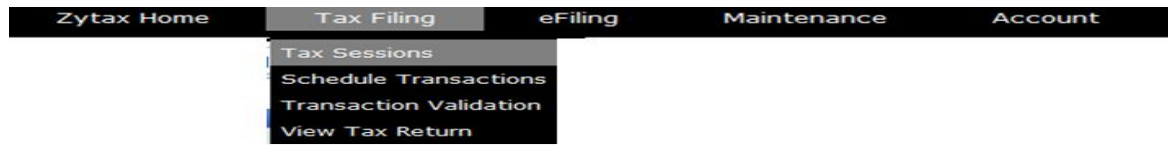


Review return

1350		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE	L-3022 (Rev. 7/8/11) 4455
IMPORT/PAYMENT VOUCHER			
Mail To: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0133.			

File Voucher

From the Tax Filing tab, select Tax Sessions



Right click on the row for the Import Payment Voucher session that was added
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	T575C2061	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Diversion Payment Voucher		08/28/2012	08/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher				0	09/04/2012	0	No	Passed

Group By | Filter | Refresh

Page Size: 3 Change items 1 to 3 of:

Context menu for Import Payment Voucher:

- Schedule Transactions
- Transaction Validation
- Generate Return
- View Tax Return
- File Tax Return**
- Create Amendment

Check the agree button
Click on Submit

File Tax Return

Filing Status: Open
Tax Return: Import Payment Voucher
Terminal:
Tax Session Date: 8/28/2012 - 8/29/2012
Filing Due Date: 9/4/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Payment Information

The payment screen will be determined by the payment type selected on the registration document.
Enter the payment information requested.

Voucher confirmed and filed

Tax Return Confirmation

Tax Return: Filed
Filing Status: Filed
Tax Return: Import Payment Voucher
Terminal:
Tax Session Date:
Filing Due Date: 6/22/2012
Return Status: Running
Date Filed: 5/3/2012 10:28:56 AM
Return Tracking Number: 1212400001

* Please note the tracking number(s) for your records.